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**JUSTICE CABINET DEPARTMENT OF CORRECTIONS  
JOB OPPORTUNITY ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

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The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,  
which can be accessed at: [www.personnel.ky.gov](http://www.personnel.ky.gov)

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**April 13, 2012**

**ACCOUNTANT IV—(Franklin County—KY Correctional Industries)—Grade 11—**  
(\$2206.92 - \$2923.38) **MINIMUM REQUIREMENTS:** High school graduate. Must have four  
years of accounting, bookkeeping or fiscal clerical experience. Training in accounting, business  
administration, business education, office administration or a related field will substitute for the  
required experience on a year-for-year basis. Accounting, bookkeeping or fiscal clerical  
experience will substitute for the required education on a year-for-year basis.

**ADMINISTRATIVE ASSISTANT—(Oldham County—Luther Luckett Correctional  
Complex)—Grade 9—(\$1823.90 - \$2416.22) MINIMUM REQUIREMENTS:** High school  
graduate. Must have three years of experience in business, administrative work, research, or  
clerical experience. College will substitute for the required experience on a year-for-year basis.

**ADMINISTRATIVE ASSISTANT—(Oldham County—Roederer Correctional  
Complex)—Grade 9—(\$1823.90 - \$2416.22) MINIMUM REQUIREMENTS:** High school  
graduate. Must have three years of experience in business, administrative work, research, or  
clerical experience. College will substitute for the required experience on a year-for-year basis.

**ADMINISTRATIVE SPECIALIST III—(Oldham County- KY State Reformatory)—Grade  
12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university  
with a bachelor's degree. Must have three years of professional, administrative or business  
experience. Additional education will substitute for the required experience on a year-for-year  
basis. Additional administrative, business, research and/or clerical experience will substitute for  
the required education on a year-for-year basis.

**CORRECTIONS EDUCATION SPECIALIST I—(Oldham County-KY State Reformatory)  
Grade 12—(\$2427.44 - \$3215.72) MIN. REQUIREMENTS:** Graduate of a college or university  
with a bachelor's degree in education (academic or vocational) An associate degree with 3 years  
of trade-related experience will substitute for the bachelor's degree.

**CORRECTIONS EDUCATION SPECIALIST I—Small Engines Instructor - (Elliott County-  
Little Sandy Correctional Complex) Grade 12—(\$2427.44 - \$3215.72) MIN.  
REQUIREMENTS:** Graduate of a college or university with a bachelor's degree in education  
(academic or vocational) An associate degree with 3 years of trade-related experience will  
substitute for the bachelor's degree.

**CORRECTIONS TRAINING INSTRUCTOR/COORDINATOR I—Oldham Co. —  
Corrections Training/Curriculum Development Branch)—Grade 13—(\$2670.20 -  
\$3554.70) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's  
degree. Must have two of years experience in corrections. Graduate study in corrections, justice  
administration or law will substitute for the required experience on a year-for-year basis.  
Experience in corrections will substitute for the required college on a year-for-year basis.

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(continued)**

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April 17, 2012

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**CORRECTIONS UNIT ADMINISTRATOR II—(Boyle Co. —Northpoint Training Center)—Grade 14—(\$2937.20 - \$3890.90) MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 3 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders, including 1 year of supervisory experience in a custodial setting. A master's degree in corrections, law enforcement, social work, sociology, counseling and guidance or related field will substitute for 1 year of the non-supervisory experience. Additional experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

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**CORRECTIONS UNIT ADMINISTRATOR II—(Oldham Co. —Roederer Correctional Complex)—Grade 14—(\$2937.20 - \$3890.90) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 3 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders, including 1 year of supervisory experience in a custodial setting. A master's degree in corrections, law enforcement, social work, sociology, counseling and guidance or related field will substitute for 1 year of the non-supervisory experience. Additional experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

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**HUMAN RESOURCE ADMINISTRATOR INSTITUTIONAL – (Oldham County —Regional Personnel) – Grade 13 – (\$2670.20 - \$3554.70) MINIMIM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have on year of professional experience in business administration, management or personnel. Administrative experience or experience in the preparation, review and/or processing of personnel documents will substitute for the required education on a year-for-year basis.

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**MAINTENANCE SUPERVISOR—(Lyon County—Kentucky State Penitentiary)—Grade 9—(\$1823.90 - \$2416.22) MINIMUM REQUIREMENTS:** Must have three years of building maintenance, grounds maintenance, general trades, skilled trades or mechanical maintenance experience. Formal training in one of the above or related fields will substitute for the experience on a year-for-year basis.

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**MECHANICAL MAINTENANCE & OPERATIONS SUPERVISOR (Oldham Co.—KY State Reformatory)—Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** High school graduate. Must have 5 years of experience in general building maintenance or 5 years experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation equipment or electrical systems. This experience must include 2 years of mechanical, heating, ventilation, air conditioning or electrical systems maintenance and also include 2 years of supervisory/coordinative maintenance experience. Formal training in 1 of the above or related fields will substitute for the non-supervisory experience on a year-for-year basis. Experience in 1 of the above or related fields will substitute for the education on a year-for-year basis.

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April 17, 2012

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**OFFENDER INFORMATION SPECIALIST I— (Oldham County—KY State Reformatory)—**Grade 11—(\$2206.92 - \$2923.38) **MIN. REQUIREMENTS:** Grad. of a college or university with a bachelor's degree. Admin., legal, paralegal, or offender records work experience will substitute for the required education on a year-for-year basis.

**OFFICE SUPPORT ASSISTANT II— (Boyle Co. — Northpoint Training Center)—**Grade 8—(\$1658.16 - \$2196.52) **MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

**PROBATION AND PAROLE OFFICER I-(Campbell Co.-Probation & Parole) -** GRADE: 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

**PROBATION AND PAROLE OFFICER I-(Daviness Co.-Probation & Parole) -** GRADE: 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

**PROBATION AND PAROLE OFFICER I-(Hardin Co.-Probation & Parole) -** GRADE: 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

**PROBATION AND PAROLE OFFICER I-(Jefferson Co.-Probation & Parole) -** GRADE: 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

**PROBATION AND PAROLE OFFICER I-(Logan Co.-Probation & Parole) -** GRADE: 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

**PROBATION AND PAROLE OFFICER I-(McCracken Co.-Probation & Parole) -** GRADE: 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

**PROBATION AND PAROLE OFFICER I-(Perry Co.-Probation & Parole) -** GRADE: 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

**PROBATION AND PAROLE OFFICER I-(Shelby Co.-Probation & Parole) -** GRADE: 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

**POSTAL TECHNICIAN II—(Boyle County—Northpoint Training Center)—**Grade 10—(\$2006.08 - \$2657.70) **MINIMUM REQUIREMENTS:** High school graduate. Must have two years of postal experience. Additional education will substitute for one year of the required experience. Must have a valid driver's license.

**SOCIAL SERVICE CLINICIAN I—3 Positions—(Campbell Co.—Mental Health Div.—SAP)** Grade 14—(\$2937.20 - \$3890.90) **MIN REQUIREMENTS:** A master's degree in social work, sociology, psychology or a related field. Must have 1 year of professional social work experience. A bachelor's degree supplemented by 2 years of professional social work experience will substitute for the required master's degree.

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**SOCIAL SERVICE CLINICIAN I—3 Positions—(Fayette Co.—Mental Health Division—SAP) Grade 14—(\$2937.20 - \$3890.90) MINIMUM REQUIREMENTS:** A master's degree in social work, sociology, psychology or a related field. Must have one year of professional social work experience. A bachelor's degree supplemented by two years of professional social work experience will substitute for the required master's degree.

**SOCIAL SERVICE CLINICIAN I—3 Positions—(Jefferson Co.—Mental Health Division—SAP) Grade 14—(\$2937.20 - \$3890.90) MINIMUM REQUIREMENTS:** A master's degree in social work, sociology, psychology or a related field. Must have one year of professional social work experience. A bachelor's degree supplemented by two years of professional social work experience will substitute for the required master's degree.

**SOCIAL SERVICE CLINICIAN I—(Jefferson Co.—Mental Health Division—SOTP) Grade 14—(\$2937.20 - \$3890.90) MINIMUM REQUIREMENTS:** A master's degree in social work, sociology, psychology or a related field. Must have one year of professional social work experience. A bachelor's degree supplemented by two years of professional social work experience will substitute for the required master's degree.

**TRANSPORT DRIVER II—(Franklin County—KY Correctional Industries)—Grade 10—(\$2006.08-\$2657.70) MINIMUM REQUIREMENTS:** High school graduate. Must have two years of experience in driving an eighteen wheel tractor/trailer truck. A certificate of completion from a truck driving school showing that they are proficient in operating an eighteen wheel tractor/trailer truck will substitute for the required experience. Must possess a valid Class A commercial driver's license.

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**PERSONNEL CABINET  
STATE OFFICE BUILDING, 1<sup>ST</sup> FLOOR  
501 HIGH STREET  
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

**To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://www.personnel.ky.gov/employment/>. For questions regarding Applications, Counseling, Testing, or Registers, please call Personnel Cabinet, (502) 564-8030.**

**\*\*IMPORTANT\*\***

**The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at [www.personnel.ky.gov](http://www.personnel.ky.gov).**